

Barbados Port Inc.

Essential Cargo Delivery

PORT OF BRIDGETOWN

April 2020

INTRODUCTION

As part of the national COVID-19 response, an appointment system has been implemented at the Port of Bridgetown effective **Tuesday, April 14, 2020**, to ensure cargo identified as **essential**, is unstuffed and delivered to consignees and that exports are facilitated, all in an efficient and timely manner.

This new protocol is a collaborative initiative of Barbados Port Inc., the Customs & Excise Department, the Ministry of Health and Wellness' Port Health Unit, the Ministry of Agriculture's Plant Quarantine and Veterinary Services Units, and the Department of Commerce, Ministry of Commerce.

Essential Cargo is defined broadly as:

- Food supplies including perishable goods
- Pharmaceutical and medical supplies
- Farming and agricultural goods
- Any other goods deemed as essential for the purpose of supporting an essential national purpose and granted an exemption by the Office of the Attorney General.

The following outlines the protocols for essential cargo, which must be observed by consignees or representatives, and exporters:

To Make an Appointment for Less than Container Loads (LCL) Collection

1. Consignees or representatives must send an email to shed4@barbadosport.com to request an appointment for collection of cargo.

2. The email **must** include the following information:

- Bill of Lading # **OR** Delivery Order #
- Trucker's Name
- Trucker's National ID #
- Mobile telephone #
- Vehicle Registration #
- # of trips planned (related to capacity of vehicle and size of consignment)
- Evidence of Customs & Excise Release Status documentation for Green / Blue / Red Lane cargo.

3. Your time and date of appointment will be communicated via return email with an accompanying QR security entry code, within 24 hrs of receipt of your email.

4. Consignee or representative (e.g., trucker) **must arrive at the Cargo Gate 10 mins before appointment time** to allow for relevant security and document checks.

5. Relevant documentation must be presented to Security at the Gate.

Cargo Delivery hours: 7 a.m. and 4 p.m.

For queries on LCL cargo, please call **246-244-1823** or **246-434-6100 ext. 5401/2/3/5** for direct assistance.

Delivery Protocol LCL Cargo

<p style="text-align: center;">GREEN LANE</p> <ol style="list-style-type: none"> 1. Consignee or representative (e.g., trucker) arrives at Cargo Gate to allow arrival at Shed 4 within designated time and presents relevant documentation to Security. 2. Consignee/representative presents Bill of Lading at Shed 4; cargo is delivered and clearance to leave Port is issued 3. Once cargo is loaded onto the truck, Consignee/representative proceeds to Cargo gate for final inspection and permission to exit the Port. 	<p style="text-align: center;">BLUE LANE</p> <ol style="list-style-type: none"> 1. Consignee or representative (e.g., trucker) arrives at Cargo Gate to allow arrival at Shed 4 within designated time and presents relevant documentation to Security. 2. Consignee/representative presents Bill of Lading at Shed 4; cargo is delivered and clearance to leave Port is issued; subject to security protocols. 3. Once cargo is loaded onto the truck, Consignee/representative proceeds to Cargo Gate for final inspection and permission to exit the Port.
<p style="text-align: center;">YELLOW LANE</p> <ol style="list-style-type: none"> 1. Customs & Excise Department notifies consignee or representative of challenges electronically via ASYCUDA World and resolve until RELEASE is given. 2. In cases of delays, consignee may call BPI Team A. 3. Consignee/representative should follow the protocol for booking based on assigned Release Status (Blue, Green or Red). 	<p style="text-align: center;">RED LANE</p> <ol style="list-style-type: none"> 1. Consignee or representative (e.g., trucker) arrives at Cargo Gate to allow arrival at Shed 4 within designated time and presents relevant documentation to Security. 2. In cases of delays, consignee may call BPI Team A. 3. Consignee/representative presents Bill of Lading at Shed 4 to Customs & Excise Department. 4. Once the consignee's documentation has been reviewed and approved, the joint agency inspection should commence within 15 minutes. 5. Once cargo is loaded onto the truck, Consignee /representative proceeds to Cargo Gate for final inspection and permission to exit the Port.

To make an Appointment for Full Container Loads (FCL)

1. Consignees/representatives must send an email to containerpark@barbadosport.com to request an appointment for collection of cargo.
2. The email must contain the following information:
 - Bills of Lading # **OR** Delivery Order #
 - Container #
 - Trucker's Name
 - Trucker's National ID #
 - Mobile telephone #
 - Vehicle Registration #
 - # of trips planned (related to capacity of vehicle and size of consignment)
 - Evidence of Customs & Excise Release Status documentation for Green / Blue / Red Lane cargo.
3. Your time and date of appointment will be communicated via return email with an accompanying QR security entry code, within 24 hrs of receipt of your email.
4. Consignee/ representative (e.g., trucker) **must arrive at the Cargo Gate 10 mins before appointment time** to allow for relevant security and document checks.
5. Relevant documentation must be presented at the Gate.

Cargo Delivery hours: 7 a.m. and 4 p.m.

For Queries & Assistance on Full Container Loads (FCL): Please call **246-832-8398** or **246-434-6100 ext. 5501/2/6**.

Delivery Protocol Full Container Loads

<p style="text-align: center;">GREEN LANE</p> <ol style="list-style-type: none"> 1. Consignee or representative (e.g. trucker) arrives at gate, completes documentary process, drops off empty container if necessary, then proceeds to queue and loading bay. Container Park is notified via the System. 2. Once the container is loaded onto the trailer, Consignee or his representative proceeds to scanner and exit via Customs and Port Security. 	<p style="text-align: center;">BLUE LANE</p> <ol style="list-style-type: none"> 1. Consignee or representative (e.g. trucker) arrives at gate, completes documentary process, drops off empty container if necessary, then proceeds to queue and loading bay. Container park is notified via the System. 2. Once container is loaded onto the trailer, Consignee or his representative proceeds to scanner and exit via Customs and Port Security. 3. All agencies are notified electronically that Container has been delivered. 4. Customs & Excise Department, Port Health and Veterinary Services, Plant Quarantine coordinate on-site inspection.
<p style="text-align: center;">YELLOW LANE</p> <ol style="list-style-type: none"> 1. Customs & Excise Department notifies Consignee or Agent of challenges electronically via ASYCUDA World and resolve until RELEASE is given. 2. Consignee or representative (e.g. trucker) follows the protocol for booking based on assigned Release Status (Green, Blue or Red). 	<p style="text-align: center;">RED LANE</p> <ol style="list-style-type: none"> 1. Consignee or representative (e.g. trucker) arrives at gate, completes documentary process, drops off empty container if necessary, then proceeds to queue and loading bay. Container Park is notified via the System. 2. Once container is loaded onto the trailer, consignee or his representative proceeds to scanner and exit via Customs and Port Security. 3. Customs & Excise Department is notified electronically that container has been delivered and in turn notifies the other agencies appropriately via ASYCUDA World. 4. Customs & Excise Department, Port Health, Veterinary Services and Plant Quarantine coordinate on-site inspection.

To Make an Appointment For Exports

1. Exporters must send an email to shed4@barbadosport.com for LCL cargo or containerpark@barbadosport.com for FCL cargo to request an appointment for delivery.
2. The email must include the following:
 - Export Declaration Form
 - Trucker's Name
 - Trucker's National ID #
 - Mobile Telephone #
 - Vehicle Registration #
 - # of trips planned (related to capacity of vehicle and size of consignment)
3. Your time and date of appointment will be communicated via return email with an accompanying QR security entry code, within 24 hrs of receipt of your email.
4. Exporters **must arrive at Cargo Gate for LCL or North Gate for FCL 10 mins before appointment time** to allow for relevant security and document checks.
5. Relevant documentation must be presented to Security at the Gate.
6. Cargo is delivered to Shed 4 for stuffing / shipping as LCL. If FCL, cargo is placed in lane for export subject to relevant security protocols.

NB: If the export product is not classified as an essential product, the Shipper must first obtain permission from the Office of the Attorney General, and provide the appropriate authorization to ship to the Port.

Cargo Delivery hours: 7 a.m. and 4 p.m.

For Export Queries: Please call **246-434-6100 ext. 5405/6/7**.